

11/19

OFFICE OF RESEARCH AND REPORTS

O/RR Operating Procedure - Instruction No. 51

file
25X1A9A

23 February 1951

SUBJECT: Monthly Reports

1. Regular Monthly Reports to the Assistant Director are a helpful means of determining progress, developments, problems, and suggestions.

2. a. All O/RR Divisions will submit a monthly report (in two copies) to the Assistant Director on the 25th of each month (except D/B on the 2nd of each month). A suggested guide for the reports is attached.

b. The Administrative Staff will submit a monthly strength report showing personnel on duty and pending appointments, as well as additions and separations during the reporting period.

FOR THE ASSISTANT DIRECTOR:

Executive
Office of Research and Reports

25X1A9A

Attachment

CONFIDENTIAL

CONFIDENTIAL